Report for Week Ending 17 October 1956 from RECORDS DISPOSITION BRANCH

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Project 6-40 - Office of Central Reference

No change from previous report. Project is 45% complete. Began installation of subject numeric file systems in all administration files of Special Register. This will include five separate file series.

General Information

Continuing to give assistance to the Area Records Officer for the Office of Logistics. The schedule for the office is being reviewed item by item and checked against the General Schedule for legality of the disposition instructions. Organizational changes within the Office since the records inventory makes it necessary to rearrange and revise some parts of the schedule.

An inquiry was received from the Secretary to the Chief, Records and Services Division, OP, concerning the installation of the Subject-Numeric filing system. The office indicated they may request some assistance from this Staff if the system is installed.

Meetings have been held with records officers of the Army, Navy and Air Force to discuss maintenance and disposition standards for records of intelligence activities.



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